MEETING DATE: September 28, 2023

TO: Library Board of Trustees

FROM: Jaime Cortes, Senior Librarian

SUBJECT: UPDATED FOUNDATION FUNDED START-UP COSTS FOR HUNT
            LIBRARY RE-OPENING

SUMMARY

In July 2023 the Board approved the Foundation's affirmation of its support of the re-opening of the Hunt Library with a donation of $150,000 for start-up costs. Staff continue to research and refine the start-up costs. Staff and the public are grateful for this generous support of Hunt Library by the Fullerton Public Library Foundation.

RECOMMENDATION

The Foundation to affirm its financial support of the estimated start-up costs to re-open Hunt Library services with a donation of $150,000 to purchase furniture, materials to circulate to the public, supplies, and technological needs.

FISCAL IMPACT

This donation along with the parts of the City's proposed two-year plan and the proposed Foundation funded common furniture and equipment will allow Hunt Library & Event Center to re-open with services to the public. Currently the list of purchases has reached approximately $112,000 and is expected to grow to the $150,000 funding limit as preparations for reopening the Hunt Library Space continue.

DISCUSSION

The Hunt Library Space needs various materials and supplies to have a fully furnished and successful grand opening. The Hunt branch furniture needs include: 1-service model reference desk, cubby-style desk, staff chairs, tables, chairs for the public, child friendly rugs, bookshelves, book cart(s) and book drop. This combination of furniture allows the Library Space to maximize the area for patron ease of use, ADA compliance, and Library resource/item displays.

The Hunt Library also requires start-up costs for the initial development of a physical book collection for patrons to peruse and checkout. A strong initial collection will get the community and patrons excited about what we have to offer and is of vital importance for the anticipated weekly student visits from the nearby public and private elementary schools as well as the neighboring pre-school.

The technology needs include staff computers, phone(s), staff printer, chrome books, hot spots, patron printer, hot spot service subscription, charging locker for the chrome books and hot spots, a-frame white board/flannel board, large tv for displaying flyers, a mobile smartboard for interactive programing, cart for the smartboard, and AV equipment needed for programming. For circulation functions: self-check station(s), RFID pad, receipt printer, and barcode scanner.

Lastly office supplies like ink, paper, writing utensils, staples, craft supplies, markers, and other miscellaneous items.

ATTACHMENT
- Hunt Library Space Start-up Equipment